

## **RCDI RFP Questions: Pre-bid Meeting, October 2, 2019**

1. The RFP mentions a 1yr contract with 2 renewable years. Is it your intention that the scope be performed all in yr 1, or in a 3 year span?

Answer 1: DHCD's contract with USDA was executed November 13, 2018 and must be completed within three years, or by November 13, 2021. Limited work on the project has been completed to date, therefore DHCD is hoping to complete the scope of work by the contract end date (November 13, 2021), or within 2 years. The term of a contract would be one year, with up to two additional one-year contracts.

2. If all in one year, what would the work in years 2 and 3 entail?

Answer 2: A description of work can be found in the submitted grant application on pages 7-8. The scope, although originally intended to span three years, must be completed within two.

3. In the chart of trainings on page 4, in the 2-day trainings under Org. Dev. - are the 6 communities being combined for trainings there? Is there enough support for attendance? And should (or can) the trainings be broken up into smaller sessions (I've found it's easier for people to attend 2 or 4-hours every so often - getting people to commit to 2 full days is difficult)?

Answer 3: It was the intention of our original application to combine, where possible, trainings that did not require tailoring to each individual community (such as organizational development, by-laws, 501c3 status, etc.) to minimize travel cost. DHCD is amenable to suggestions for training structures, so long as the scope of work is completed, anticipated outcomes are met, and contract services/travel expenditure budgets are not exceeded.

4. As far as training for the entrepreneurial ecosystem, are you looking for training for existing entrepreneurs/merchants, or training to identify and help develop new ones?

Answer 4: We are defining entrepreneurial ecosystem building as training to local government's/nonprofit agencies on the necessary support systems needed to cultivate and attract new businesses, ie. Business training opportunities, mentor networks, clear pathways to funding, etc. It is a requirement of the RCDI grant that this scope of work builds capacity within existing or newly built organizations in the selected communities. DHCD/the contractor will not be working directly with residents of the community.

5. On page 6 regarding marketing materials - what marketing materials are you asking us to provide? Will we need to include pricing for a design company to create these and print? If so, please detail what's needed and quantities of printing so that pricing can be included? If we're not expected to price that now, is there additional funding for adding that service as we go along?

Answer 5: Marketing materials are not a requirement for the scope of work, however if the contractor should facilitate the creation of marketing materials, those materials must be made available to both DHCD and the participant communities. Additional funding is budgeted for “Financial Assistance to Participants”, and marketing materials, if created, could be funded under this budget item. In addition, DHCD offers grant programs that could assist in covering the cost of production of marketing materials for a community as a result of this scope of work.

6. I have created workshops previously that would work well to provide trainings that you've described in the scope of work. Would I be able to retain ownership of those, especially since they were created prior to a contract with DHCD?

Answer 6: Need more clarification. Contractor may retain ownership of the trainings created, but could not charge an additional cost to participants for their use. Materials created for trainings tailored to each community, i.e. presentations, workbooks, etc., must be provided to DHCD and communities for future reference, but would not be reused as DHCD's own work.

7. What is the budget for this contract for year one?

Answer 7: The entire budget for consultant and contract services for the project is \$114,000, or no more than \$57,000 for year one and year two. Additional money is budgeted to cover travel expenses and supplies, no more than \$30,000 total over two years.

8. Do you have community economic profiles for each of the communities cited in the RFP or other data/info? Or is the contractor on their own for gathering information and data for market research?

Answer 8: DHCD has secured ESRI profiles for each of the participating communities, and will be accessible to the contractor.

- 8b. Page 7 #VI.5. - Please extrapolate what's meant by market research. Are you looking for raw data and numbers and projections, or are you looking more for analytics, interpretations, descriptions?

Answer 8b: By demonstrating an extensive knowledge of data analysis we mean understanding how to read leakage reports, retail goods and service expenditure reports, etc., understanding what differences in data points in such reports indicate, and how such data can be analyzed and applied to the community to develop informed strategic plans which leverage a community's strengths and address its weaknesses.

9. How much flexibility is there in performing the scope of work? i.e. if we find one community needs less than identified here and another needs more, can we shift the 84 trainings to accommodate this finding?

Answer 9:As stated in the answer to question 3, DHCD is amenable to changes in the number of/organization of trainings. However, any major change in the scope of work requires prior approval by USDA. Should the contractor like to restructure any trainings or the scope, they would be required to communicate such with DHCD, and receive prior approval from USDA, before proceeding.